The Recommendation Summary

3.1   What is the Recommendation Summary?

The Recommendation Summary summarizes the expenditure portion of the request

The "Recommendation Summary" is the step table format used to summarize the expenditure information in the budget request. The Recommendation Summary begins with current biennium legislative spending authority and lists the significant incremental changes in the carry-forward, maintenance, and performance levels to arrive at the agency's 2003-05 request. Ideally, each single budget line on the Recommendation Summary should represent a single budget policy decision.

Conceptual Description of the Recommendation Summary

Budget Level	Appropriate Items
Current Biennium	Legislatively authorized appropriation level or nonappropriated expenditure level
Carry-Forward Changes	• Biennialization of legislatively directed workload and program changes • Shifting of any continuing unanticipated federal and private/local expenditures to anticipated appropriation type • Negative adjustments for nonrecurring costs
Maintenance Changes	• Mandatory caseload, workload, and enrollment changes • Rate changes, such as lease, fuel, postage • Revolving fund and other rate adjustments • Specific compensation adjustments: OASI, merit increments (for agencies with less than 100 FTEs), retirement buyout costs • Inflation • Changes to nonappropriated accounts beyond current allotted levels • Other mandatory cost increases outside agency control • Transfers between programs, agencies, or between years for dedicated accounts • Unanticipated receipts not included in carry-forward level • Federal, private/local, and dedicated fund adjustments
Performance Changes	• New programs or services • Discretionary workload in current programs • Reduction or elimination of current programs • Significant changes in fund sources
Total Budget Request	Sum of Items Above

3.2 ☒✎ What are the submittal requirements?

The Recommendation Summary has a required format

The Recommendation Summary displays the requested dollars by fund and the average annual FTE staff for the biennium for each significant change between current biennium and the ensuing biennium budget request. Each change item in the carry-forward, maintenance, and performance levels is listed as a separate line item with its own Recommendation Summary code and description. An example of the Recommendation Summary form is provided in Appendix A-6.

BDS will generate the Recommendation Summary

The agency is able to generate the Recommendation Summary directly from the Budget Development System once it has entered its decision package information.

Caution: The Recommendation Summary reports submitted to OFM must contain the OFM current biennium and carry-forward level amounts

Carry-forward decision packages prepared in BDS will not be released to OFM; OFM will use its calculated carry-forward level as the base data. **However, OFM and Legislative staff do use the Recommendation Summary reports provided by the agency in its budget submittal--these reports must show the OFM approved carry-forward level or OFM will ask agencies to resubmit correct reports.**

Most agencies submit the Recommendation Summary at the agency level

Agencies must submit a Recommendation Summary at the agency level unless they are required to submit budgets at a lower level. The agencies listed in Section 1.3 must submit a Recommendation Summary at the program level.

Use approved codes to designate change items

Agencies must use valid Recommendation Summary (RecSum) codes to identify each incremental change. The Budget Development System puts the codes that we want agencies to use at the bottom of the decision package code listing. (RecSum codes are called decision package codes in BDS.) Sections 5 and 6 also note OFM-designated codes that must be used for certain types of maintenance and performance level changes.

Most agencies must submit program level summary information

All agencies, except single program agencies, should provide summary information at the program level. This "Agency Budget Levels by Program" format displays dollars by fund and year and FTE staff for each of the four significant subtotals (Current Biennium, Carry-Forward Level, Maintenance Level, and Performance Level) on the agency Recommendation Summary.

The BDS system produces this summary information.